

**Request for Applications (RFA)**

**RFA No. RM0 BHC 052016**



**Government of the District of Columbia**

**Department of Behavioral Health (DBH)**

**RFA Title: Community Mental Health Services Block Grant**

**RFA Release Date: Friday, May 20, 2016**

**Pre-Application Conference: Wednesday, June 1, 2016, 1:00 – 2:30 p.m. ET**

**Application Submission Deadline: Monday, June 20, 2016 4:45 p.m. ET**

## **Specific RFA Provisions**

**The following terms and conditions are applicable to this and all Requests for Applications (RFA) issued by the District of Columbia Department of Behavioral Health (DBH):**

1. Funding for an award is contingent on continued funding from the DBH grantor or funding source.
2. The RFA does not commit DBH to make an award.
3. DBH reserves the right to accept or deny any or all applications, if DBH determines it is in the best interest of DBH to do so. DBH shall notify the applicant if it rejects that applicant's proposal.
4. DBH may suspend or terminate any RFA pursuant to its own grantmaking rule(s) or any applicable federal regulation or requirement.
5. DBH reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA.
6. DBH shall not be liable for any costs incurred in the preparation of applications in response to the RFA. Applicant agrees that all costs incurred in developing the application are the applicant's sole responsibility.
7. DBH may conduct pre-award on-site visits to verify information submitted in the application and to determine if the applicant's facilities are appropriate for the services intended. In addition, DBH may review the fiscal system and programmatic capabilities to ensure that the organization has adequate systems in place to implement the proposed program.
8. DBH may enter into negotiations with an applicant and adopt a firm funding amount or other revision of the applicant's proposal that may result from negotiations.
9. DBH shall provide the citations to the statute and implementing regulations that authorize the grant or sub grant; all applicable federal and District regulations, such as OMB 2 CFR Part 200, 2 CFR 180; payment provisions identifying how the grantee will be paid for performing under the award; reporting requirements, including programmatic, financial and any special reports required by the granting Agency; and compliance conditions that must be met by the grantee.
10. If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local law or regulation, or any ambiguity related thereto, then the provisions of the applicable law or regulation shall control and it shall be the responsibility of the applicant to ensure compliance.

Additional information about RFA terms may be obtained at [www.opgs.dc.gov](http://www.opgs.dc.gov) (City-Wide Grants Manual and Sourcebook).

✓	<b>Checklist for RFA Application</b>
	Application proposal format follows the "Proposal Format and Content" listed in Section VIII.C.1. of the RFA.
	Application is printed on 8 1/2 by 11-inch paper, double-spaced, on one side, using 12-point type with a minimum of one inch margins, with all pages numbered.
	Applicant Profile (Attachment A), contains all the information requested and is attached as the Face Sheet.
	Table of Contents follows the Applicant Profile (Attachment A)
	Narrative for Section VIII.C.2.: A, B, C, and D must not exceed 20 pages. Note: Attachments and appendices do not count toward the page limit.
	Work Plan template (Attachment F) is complete. Budget and Budget Narrative Justification (Attachment G) is complete and complies with the budget form. The line item budget narrative justification describes the categories of items proposed.
	Appendix 1: Applicant Profile, Certifications and Assurances listed in Attachments A, B, C, D and E are signed.
	Appendix 2: Articles of Incorporation, if applicable.
	Appendix 3: Bylaws, if applicable.
	Appendix 4: IRS letter of non-profit corporation status, if applicable.
	Appendix 5: List of current board of directors, if applicable. Include their mailing and e-mail addresses and phone numbers. Also, include board titles of officers.
	Appendix 6: Most recent annual audit. If audited financial statements have never been prepared due to the size or newness of the organization, applicant must submit an organizational budget, an income statement (or profit and loss statement), and a balance sheet certified by an authorized representative of the organization.
	Appendix 7: Form 990, Return of Organization Exempt from Income Tax, if applicable.
	Appendix 8: Proposed organizational chart, job descriptions and resumes for Community Mental Health Services Block Grant project.
	Appendix 9: Current District of Columbia Business License or Application (Business License must be submitted to the DC Department of Consumer and Regulatory Affairs (DCRA) by Friday, June 3, 2016).
	Appendix 10: Current Certificate of Clean Hands from the Office of Tax and Revenue.
	Application is submitted in a sealed envelope. Sealed envelopes must be clearly identified by the organization name, RFA number, project name, using the DBH Receipt Form (Attachment I).
	Applicant submitted the required six (6) copies of the proposal. Of the six (6) copies, one (1) copy stamped "original."

The application must be submitted no later than 4:45 p.m., Eastern Time (ET) by the deadline date of June 20, 2016, to DBH, c/o Renee Evams , 64 New York Avenue NE, 2<sup>nd</sup> Floor, Washington, DC 20002, (202) 673-3536. **Applications accepted at or after 4:46 p.m. ET on June 20, 2016 will not be forwarded to the Review Panel for funding consideration.**

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- Appendix 1: Applicant Profile, Certifications and Assurances listed in Attachments A, B, C, D and E to be signed.
- Appendix 2: Articles of Incorporation, if applicable
- Appendix 3: Bylaws, if applicable
- Appendix 4: IRS letter of non-profit corporation status, if applicable
- Appendix 5: List of current board of directors, if applicable. Include their mailing and e-mail addresses and phone numbers. Also include board titles of officers.
- Appendix 6: Most recent annual audit. If audited financial statements have never been prepared due to the size or newness of the organization, applicant must submit an organizational budget, an income statement (or profit and loss statement), and a balance sheet certified by an authorized representative of the organization.
- Appendix 7: Form 990, Return of Organization Exempt from Income Tax, if applicable
- Appendix 8: Proposed organizational chart, job descriptions and resumes for Mental Health Services Block Grant project.
- Appendix 9: Current District of Columbia Business License or Application (Business License must be submitted to the DC Department of Consumer and Regulatory Affairs (DCRA) by Friday, June 3, 2016).
- Appendix 10: Current Certificate of Clean Hands from the Office of Tax and Revenue

**District of Columbia Department of Behavioral Health (DBH)  
Request for Applications (RFA)**

**RFA Title: Community Mental Health Services Block Grant**

**RFA No. RM0 BHC 052016**

**Section I: AUTHORITY FOR THE GRANT**

The Department of Behavioral Health (“DBH”) was established, effective October 1, 2013, by the Department of Behavioral Health Establishment Act, D.C. Law 20-0061, D.C. Official Code § 7-1141.01, *et seq*, and is the successor-in-interest to the Department of Mental Health, established by the Mental Health Establishment Amendment Act of 2001, effective December 18, 2001 and the Department of Health Addiction Prevention and Recovery Administration, established in the Department of Health by Reorganization Plan No. 4 of 1996, effective July 17, 1996. DBH is responsible, *inter alia*, for developing and monitoring comprehensive and integrated behavioral health systems of care for adults and for children, youth and their families, and serves as the state mental health authority and as the single state agency for substance abuse services. The Director of DBH has the authority to make grants pursuant to D.C. Official Code § 7-1141.06(7) and has implemented this authority by rulemaking in Title 22A D.C. Municipal Regulation, Chapter 44.

**Section II: SUMMARY AND PURPOSE OF GRANT**

The District of Columbia DBH and the DBH Behavioral Health Council (“BHC”) is seeking projects for funding consideration under the FY 2016 - FY 2017 Community Mental Health Services Block Grant (CFDA No. 93.958). The projects should reflect the Substance Abuse and Mental Health Services Administration (SAMHSA) focus on behavioral health (mental health and substance use disorder) and the SAMHSA six (6) strategic initiatives.

These initiatives include:

- 1) Prevention of Substance Abuse and Mental Illness;
  - 2) Health Care and Health Systems Integration;
  - 3) Trauma and Justice;
  - 4) Recovery Support;
  - 5) Health Information Technology; and
  - 6) Workforce Development.
- The DBH BHC recommends reviewing these initiatives on the SAMHSA website;  
<http://www.samhsa.gov/about-us/strategic-initiatives> .

The successful sub-grantee will be expected to highlight their experience relative to the coordination of the project. The grant award is intended to be funded and program implementation to begin on September 29, 2016.

### Section III: BACKGROUND

SAMHSA oversees the Community Mental Health Services Block Grant (MHBG) that supports a variety of behavioral health services for adults with serious mental illness (SMI) and children and youth with serious emotional disturbances (SED). The District's mental health system and the D.C. State Mental Health Planning Council (predecessor to the current DBH BHC) initiated the process of awarding MHBG funds to community-based sub-grantees in FY 2006.

### Section IV: ELIGIBILITY REQUIREMENTS

#### A. Applicant must:

1. Be a District of Columbia-based, public or private non-profit entity which is: a) In good standing with the District government, the Internal Revenue Service and has not been debarred from procurements by the federal government, the Government of the District of Columbia or any governmental entity; (b) Has not been excluded from participation in federally funded health care programs; and c) able to provide documentation for these requirements.
2. Meet the requirements of a qualified non-profit with 501(c)3 status in the District of Columbia; and be currently licensed through the Department of Consumer and Regulatory Affairs.

#### B. Administrative Criteria

To be considered for review and funding, applications must meet *all* of the administrative criteria listed below. ***Failure to meet any one of the following criteria may result in rejection of the application.***

1. The application proposal format conforms to the "Proposal Format and Content" listed in Section VIII.C.1 of the RFA.
2. Provide documentation as listed in Section VIII.B.1.F.
3. The application is printed on 8 1/2 by 11-inch paper, double-spaced, on one side, using 12-point type with a minimum of one inch margins, with all pages numbered.
4. Narrative for Section VIII.C.2: Program Narrative **must not exceed 20 pages**. Note: Attachments and appendices do not count toward the page limit.
5. The Work Plan template, Attachment F is complete.
6. The Budget and Budget Narrative are complete and comply with the Budget form listed as Attachment G of the RFA. The line item budget narrative describes the categories of items proposed.

7. The Applicant Profile, Attachment A and Certifications and Assurances listed in Attachments B, C, D and E are signed.
8. Application **must be** submitted in a sealed envelope. Sealed envelopes **must be** clearly identified by the organization name, RFA number, project name, using the DBH Receipt (Attachment H). **Unsealed and unidentified applications will not be accepted.**
9. The applicant submits the required six (6) copies of their proposal. Of the six (6) copies, one (1) copy must be stamped “original.”
10. The application is submitted no later than 4:45 p.m., Eastern Time (ET) by the deadline date of **Monday, June 20, 2016** to DBH c/o Renee Evans, 64 New York Avenue, NE, 2<sup>nd</sup> Floor, Washington, DC 20002.

### **C. Insurance**

During the term of the grant, all organizations will be required to obtain and keep in force insurance coverage as follows:

1. The Organization shall carry employer's liability coverage of at least one hundred thousand dollars (\$100,000), if applicable.
2. The Organization shall carry bodily injury liability insurance coverage written on the comprehensive form of policy of at least five hundred thousand dollars (\$500,000) per occurrence.
3. The Organization shall carry automobile liability insurance written on the comprehensive form of policy, if applicable. The policy shall provide for bodily injury and property damage liability covering the operation of all automobiles used in connection with performing grant activities. Policies covering automobiles shall provide coverage of at least two hundred thousand dollars (\$200,000) per person and five hundred thousand dollars (\$500,000) per occurrence for bodily injury and one hundred thousand dollars (\$100,000) per occurrence for property damage.
4. The Organization shall comply at all times with the provisions of the workers' compensation laws of the District of Columbia or another State if the grant work is performed outside the District of Columbia. The Organization shall carry workers' compensation insurance covering all of its employees on the premises and in connection with its other operations pertaining to this grant.
5. All insurance provided by the Organization shall set forth the Government of the District of Columbia as an additional insured. All insurance shall be written with responsible companies licensed by the Government of the District of Columbia (1350 Pennsylvania Avenue, NW, WDC 20004). The policies of insurance shall provide for at least thirty (30) days written notice to DBH prior to their termination or material alteration.

#### **D. Compliance with Tax Obligations**

Prior to execution of a grant agreement as a result of this RFA, a recipient must be in compliance with tax requirements as established in the District of Columbia and eligible jurisdiction and with Federal tax laws and regulations.

### **Section V: AMOUNT OF TOTAL FUNDING AND GRANT AWARDS**

Approximately three hundred-thousand dollars (\$300,000) is available to fund at minimum ten (10) grant awards. The grant will be awarded by DBH utilizing funds provided by the United States Department of Health and Human Services, SAMHSA. No mini-grants or sub-grants are permitted for any entity awarded funding. The grant award is contingent upon available funding.

**Projects will be funded ranging from \$5,000 - \$30,000 for each year of a 2-year period (September 29, 2016- September 28, 2017 and September 29, 2017- September 28, 2018).**

Project proposals for only 1-year, at a maximum of \$30,000, may also be funded.

The grant award will be made for a period of one (1) year from the date of award. The grant may be continued for up to one (1) additional year based on documented project success and availability of funding for a total of two (2) years. The grant recipient will be expected to begin activities by September 29, 2016.

### **Section VI: SCOPE OF WORK**

#### **A. Topics for Projects**

Projects must be from District-based, public or private non-profit entities and be innovative in nature and address at least one (1) of the topics below:

1. Service and support needs of persons with mental health diagnosis and substance use issues who have experienced trauma;
2. Service and support needs of peer run organizations and/or the establishment of peer organizations that support the behavioral health system of care;
3. Service and support needs of persons diagnosed with HIV/AIDS and a mental health and/or substance use disorder;
4. Service and support needs of children and youth who are at risk for mental, emotional, and behavioral disorders, including but not limited to, addiction, conduct disorder, and depression;
5. Service and support needs of women who are pregnant and have a substance use issues and/or a mental disorder;

6. Service and support needs of older adults living with substance use issues and/or mental health disorders; and
7. Projects that integrate primary health and mental health and substance use disorder) to address the service and support needs of children and youth with SED or adults with SMI.

**If the proposed project was previously funded a new service and/or initiative must be implemented.**

Applicants are also encouraged to propose projects that utilize best or promising practices and/or evidence-based practices. Consumer focused, consumer-run, and family member programs (that serve family members of SMI adults or SED children/youth) can also submit projects.

## **B. Priority Populations**

The SAMHSA MHBG emphasizes targeted/required statutory priority service populations and/or services.

1. Comprehensive community-based mental health services for adults with SMI and children with SED:
  - a. Children with SED and their families;
  - b. Adults with SMI;
  - c. Older Adults with SMI; and
  - d. Individuals with SMI or SED in the rural and homeless populations, as applicable.
2. Services for persons with or at risk of having substance use and/or SMI/SED:
  - a. Adolescents with substance abuse and/or mental health problems
  - b. Children and youth who are at risk for mental, emotional, and behavioral disorders, including but not limited to addiction, conduct disorder, and depression
  - c. Women who are pregnant and have a substance use and/or mental disorder
  - d. Parents with substance use and/or mental disorders who have dependent children
  - e. Military personnel (active, guard, reserve, and veteran) and their families
3. Services for persons with or at risk of contracting communicable diseases:
  - a. Persons living with or at risk for HIV/AIDS and who are in need of mental health or substance abuse early intervention, treatment, or prevention services;
4. In addition to the targeted/required populations and/or services required in statute, states are encouraged to consider the following populations, and/or services:
  - a. Individuals with mental and/or substance use disorders who are homeless or involved in the criminal or juvenile justice systems;
  - b. Individuals with mental and/or substance use disorders who live in rural areas;
  - c. Underserved racial and ethnic minority and LGBT populations; and
  - d. Persons with disabilities

## **Section VII: PAYMENTS TO GRANTEE**

Upon award, DBH shall provide funding to the sub-grantee according to the terms outlined in the grant agreement which will include a Fund Disbursement Schedule and Terms. Payments to the sub-grantee will be based on a risk assessment conducted by the DBH Office of Fiscal Services. Payments may be made as an advance, a cost-reimbursement basis or a combination of both. All payments will be contingent upon compliance with program and financial reporting. DBH reserves the right to withhold any payment if the sub-grantee is found in non-compliance with the DBH Notice of Grant Award, the Request for Applications and/or the Grant Agreement.

## **Section VIII: APPLICATION INFORMATION AND REQUIREMENTS**

### **A. Pre-Application Conference**

The pre-application conference is scheduled for Wednesday, June 1, 2016 from 1:00 p.m. – 2:30 p.m. eastern time at the DBH located at 64 New York Avenue, NE, 2<sup>nd</sup> Floor, Room 285E B. For more information please contact Dr. Juanita Reaves at [juanita.reaves@dc.gov](mailto:juanita.reaves@dc.gov) or Jocelyn Route at [jocelyn.route@dc.gov](mailto:jocelyn.route@dc.gov).

### **B. Application Delivery**

Applications are due Monday, June 20, 2016 no later than 4:45 p.m. eastern time to DBH, c/o Renee Evans, 64 New York Avenue, NE, 2<sup>nd</sup> Floor, Washington, DC 20002, (202) 673-3536. Applications will not be accepted by email or fax.

Applications received at or after Monday, June 20, 2016, 4:46 p.m. ET, will not be forwarded to the Review Panel for funding consideration. Any additions or deletions to an application will not be accepted after the deadline of 4:45 p.m. Applicants will not be allowed to assemble application material on the premises of DBH. Applications must be ready for receipt by DBH.

### **C. Application Requirements**

#### **1. Proposal Format and Content:**

- A. Applicant Profile (Attachment A)**
- B. Table of Contents**
- C. Narrative**
  - i. Administrative
  - ii. Proposed Work Plan
  - iii. Fiscal and Financial Management
  - iv. Program Reporting
- D. Work Plan Template (Attachment F)**
- E. Budget and Budget Narrative (Attachment G)**
- F. Appendices**

- i. Appendix 1: Certifications and Assurances (Attachments A, B, C, D and E)
- ii. Appendix 2: Articles of Incorporation, if applicable
- iii. Appendix 3: Bylaws, if applicable
- iv. Appendix 4: IRS letter of non-profit corporation status, if applicable
- v. Appendix 5: List of current board of directors, if applicable. Include their mailing and e-mail addresses and phone numbers. Also include board titles of officers
- vi. Appendix 6: Most recent annual audit. If audited financial statements have never been prepared due to the size or newness of the organization, applicant must submit an organizational budget, an income statement (or profit and loss statement), and a balance sheet certified by an authorized representative of the organization
- vii. Appendix 7: Form 990, Return of Organization Exempt from Income Tax, if applicable
- viii. Appendix 8: Proposed organizational chart, job descriptions and resumes for the Community Mental Health Services Block Grant project
- ix. Appendix 9: Current District of Columbia Business License or Application (Business License must be submitted to the DC Department of Consumer and Regulatory Affairs (DCRA) by Friday, June 3, 2016)
- x. Appendix 10: Current Certificate of Clean Hands from the Office of Tax and Revenue

## **2. Program Narrative**

The narrative section should not exceed twenty (20) pages and discuss the process the applicant shall use to meet all requirements and scope of work.

### **A. Administrative**

- i. Provide the name of the proposed project and a brief description of the entity submitting the proposed project (e.g., type of organization, length of existence, purpose, types of clients, primary outcomes).

- ii. Discuss the mission and compatibility between the organization and the Department of Behavioral Health.
- iii. Identify the project manager, staff and the credentials, responsibilities and roles of persons who will work on the proposed project. Include resumes for these identified individuals. If staffing is not yet established, discuss plan to ensure staff are in place by the date the project will start.

**B. Proposed Work Plan**

- i. Discuss how the Community Mental Health Services Block Grant project is compatible with or will enhance the organization's overall mission, vision, and future plans.
- ii. Identify the name and definition for the specific SAMHSA initiative related to the proposed project. When multiple initiatives are applicable, provide name and definition for each initiative. The target population should be consistent with the SAMHSA priority populations. State who will be served and the number of persons who will participate in the proposed project.
- iii. Provide a brief description of the background information related to the proposed project including: the problem/issue being addressed and why it is important; how the proposed project will benefit its participants; and how the proposed project will help to improve the delivery of behavioral health (mental health and substance use disorder) and/or integration of primary health services in the District of Columbia. If the request for funding is for an existing project, clearly indicate how these funds will be used to implement a new service and/or initiative.
- iv. Identify the tool/method that will be used to measure the success of the proposed project. *Example: Youth with high scores on the Anger Management Scale will participate in a 6-week Anger Management Course and be re-tested to see if their scores are significantly lower.*
- v. Provide 2-5 goals that include both short-term and long-term goals that the proposed project will accomplish. Create goals that are specific, measurable, attainable, realistic, and time sensitive (S.M.A.R.T. goals). *Example: The Older Adult Committee will develop a plan for serving 30 older adults with mental illness and chronic health issues by June 30, 2017.*
- vi. Using Attachment F (Work Plan) detail the outcome of the goals identified above. Identify a work plan for the proposed project for

each goal of the project.

- vii. Indicate how the proposed project will be sustained after the requested funding period ends and how it will be funded.
- viii. Indicate the project name, date and funding amount for all projects that received Department of Mental/Behavioral Health Block Grant funds from FY 2006 – FY 2015. For all projects similar to proposed project, indicate how the projects are different. If the proposed project was previously funded a new service and/or initiative must be implemented.

**C. Fiscal and Financial Management**

- i. Describe how the organization will provide sound fiscal management for the project that covers personnel, fringe, direct and indirect costs. Include experience in managing other grant funds (e.g., previous Block Grants, federal grants, local grants, etc.). Provide a summary of the fiscal and financial management systems currently in place that will support the Community Mental Health Services Block Grant funded project.
- ii. If the proposed project has other funding sources, identify the other funding sources and the amount of funds. Clearly indicate how the proposed project funds will be tracked and how the program will ensure that they are directed to specific activities identified for the proposed project.

**D. Program Reporting**

- i. Identify key performance indicators that demonstrate project outcomes (e.g., results from people participating in a program, group, activity/event, or receiving an intervention), include the method of data tracking that will be used and reported in the quarterly report.

**E. Budget and Budget Narrative**

Applicants must provide a budget and budget narrative justification of the items included in the proposed budget. Attachment G contains the budget and budget narrative justification form. This form does not count towards the twenty (20) page limit. If the project is for two (2) years, please provide two (2) budgets and label Year 1 and Year 2. The following are eligible budget line items for this grant:

- i. Personnel- designated project staff salary and wages.
- ii. Fringe Benefits- percentage rate of designated project staff total salaries, e.g., life and health insurance, unemployment, Social

Security, retirement, Worker's Compensation, etc.

- iii. Consultant/Experts- must include name, title, hourly/rate, hours, and brief description of responsibilities for each consultant and copy of consultant contract.
- iv. Occupancy- can include rent, facility insurance, utilities and building maintenance and requires a copy of the lease.
- v. Travel & Transportation- includes local travel mileage, Metrorail/bus fare and taxi fare, for staff and community participants. Out of state travel airfare, transportation to and from airport, hotel, per diem/incidentals, gas cards are not permitted.
- vi. Supplies & Minor Equipment- (e.g., stationary, pens, paper, postage, computers, desks, chairs and file cabinets).
- vii. Client Costs- tangible items supplied directly to participants related to the grant objectives (food costs and gift cards).
- viii. Communications- telephone, internet, postage, printing and copying.
- ix. Other Direct Costs- the costs not identified through other categories such as stipends.
- x. Indirect Costs- The components of indirect costs must be itemized (e.g., 1 FTE bookkeeper@ \$20.00/hour x 280 hours = \$5,600.00). Indirect costs , **cannot exceed 10% of total project budget.**

*Please note: Administrative costs are for the purposes of planning and the execution of project activities, not staff and overhead costs. **This cost cannot exceed 5% of total project budget.***

*The Public Health Service Act provides specific restrictions regarding the use of Mental Health Block Grant (MHBG) funding. The funds may not be used for any of the following purposes:*

- a. To provide inpatient hospital services;*
- b. To make cash payments to intended recipients of health services;*
- c. To purchase or improve land, purchase, construct, or permanently improve (other than minor remodeling) and building or other facility, or purchase major medical equipment;*
- d. To satisfy any requirement for the expenditure of non-Federal funds as a condition for the receipt of Federal funds; and*
- e. To provide financial assistance to any entity other than a public or non-profit private entity. (This prohibits use of MHBG funds to award grants/financial assistance to for-profit organizations but does not prohibit States from entering into a contractual agreement with for-profit organizations).*

## **Section IX: EVALUATION PROCESS**

All applications that are complete and meet the eligibility and administrative criteria listed in Section IV will be reviewed and scored by an independent review panel. Scoring and the recommendations of the review panel are advisory. If the DBH Director does not follow the panel's recommendations, he/she shall provide a written justification as required by District regulations. The final decision to fund a MHBG application rests solely with the DBH Director. The anticipated announcement date is no later than September 1, 2016.

## **Section X: SCORING OF APPLICATIONS**

All applications for this RFA will be objectively reviewed and scored against the following key criteria.

### **Criterion A – Administrative (Total of 20 Points)**

1. The applicant provided a brief name for the proposed project. (5 points)
2. The applicant provided a brief description of the entity submitting the proposed project (e.g., type of organization, length of existence, purpose, types of clients, primary outcomes). Indicated the name of the Executive Director or CEO, organization address, telephone number, fax number, and email address. Also, provided the name, title and same information for a secondary point of contact. (5 points)
3. The applicant discussed the mission and compatibility between the organization and the Department of Behavioral Health. (5 points)
4. The applicant identified the project manager, staff and the credentials, responsibilities and roles of persons who will work on the proposed project with the applicant. Included resumes for these identified individuals. If staffing was not yet established, an explanation was provided. (5 points)

### **Criterion B – Proposed Work Plan (Total of 50 Points)**

1. The applicant discussed how the Community Mental Health Services Block Grant project is compatible with or will enhance the organization's overall mission, vision, and future plans. (5 points)
2. The applicant identified the name and definition for the specific SAMHSA initiative related to the proposed project. When multiple initiatives are applicable, provided name and definition for each initiative. The target population was consistent with the SAMHSA priority populations. Applicant stated who will be served and the number of persons who will participate in the proposed project. (5 points)

3. The applicant provided a brief description of the background information related to the proposed project including: the problem/issue being addressed and why it is important; how the proposed project will benefit its participants; and how the proposed project will help to improve the delivery of behavioral health (mental health and substance use disorder) and/or integration of primary health services in the District of Columbia. If the request for funding was for an existing project, it was clearly indicated how these funds will be used to implement a new service and/or initiative. (10 points)
4. The applicant identified the tool/method that will be used to measure the success of the proposed project. *Example: Youth with high scores on the Anger Management Scale will participate in a 6-week Anger Management Course and be re-tested to see if their scores are significantly lower.* (5 points)
5. The applicant provided 2-5 goals that included both short-term and long-term goals that the proposed project will accomplish. S.M.A.R.T. goals were created. *Example: The Older Adult Committee will develop a plan for serving 30 older adults with mental illness and chronic health issues by June 30, 2017.* (5 points)
6. The applicant used Attachment F (Work Plan) to detail the outcomes of the goals identified. A work plan was completed for each goal of the proposed project. (10 points)
7. The applicant indicated how the proposed project will be sustained after the requested funding period ends and how it will be funded. (5 points)
8. The applicant indicated the project name, date and funding amount for all projects that received Department of Mental/Behavioral Health Block Grant funds from FY 2006 – FY 2015. For all projects similar to the proposed project, indicated how the projects are different. If the proposed project was previously funded a new service and/or initiative was implemented. (5 points)

**Criterion C – Fiscal and Financial Management (Total of 15 Points)**

1. The applicant described how the organization will provide sound fiscal management for the project. Included experience in managing other grant funds (e.g., previous Block Grants, federal grants, local grants, etc.). Provided a summary of the fiscal and financial management systems currently in place that will support the mental health community. (10 points)
2. The applicant identified the other funding sources and the amount of funds. Clearly indicated how the proposed project funds will be tracked and how the program will ensure they are directed to specific activities identified for the proposed project. (5 points)

**Criterion D – Program Reporting (Total of 5 Points)**

1. The applicant identified key performance indicators that demonstrated project outcomes (e.g., results from people participating in a program, group, activity/event, or receiving an intervention), included the method of data tracking that will be used and reported in the quarterly report. (5 points)

**Criterion E – Budget and Budget Narrative (Total of 10 points)**

1. The applicant completed the line-item budget. The applicant developed a separate budget for each year if proposing a 2-year funded project. (10 points)

**Section XI: SELECTION PROCESS**

Applications will be scored according to the evaluation criteria listed above. The results of the evaluation for each application submitted will be classified into one of four categories below:

<b>Ranking Classification</b>	<b>Point Range</b>
Most Qualified	95 – 100
Very Qualified	80 – 94
Qualified	70 – 79
Minimally Qualified	69 and below

When the applications are received, a panel of independent reviewers identified by DBH will review the applications and rank the responses based upon the information submitted using the criteria in this RFA. The individual scores of the review panel will be averaged and assigned a classification equivalent to the point range of the averaged scores. The sub-grantee will be selected from applicant's who receive a score in the "Most Qualified" point range category. If no applications are ranked in the "Most Qualified" category, DBH may select from the "Very Qualified" and "Qualified" categories.

**Section XII: AUDITS AND DISALLOWANCES**

The DBH may conduct fiscal and/or program audits of sub-grantees either directly or by an independent auditor. The sub-grantee may request informal dispute resolution of any disallowance determination in accordance with the City-Wide Grants Manual and Sourcebook. The sub-grantee shall cooperate fully and promptly with any audit.

If the grantee receives federal grant awards in the total sum of \$750,000 or greater in a year, an annual audit, in accordance with the standards set forth in OMB 2 CFR 200, of the financial condition and accounts of the program performed by an independent certified public accountant (CPA) who is not a member of the governing body or an employee of the program is required and must be submitted to the DBH Agency Fiscal Officer.

**Section XIII: ATTACHMENTS TO THE RFA**

Attachment A              Application Profile

Attachment B              DBH Statement of Certification

<u>Attachment C</u>	Federal Assurances
<u>Attachment D</u>	Certifications Regarding Lobbying, Debarment and Suspension, Exclusions, Other Responsibility Matters, and Requirements for a Drug Free Workplace
<u>Attachment E</u>	Certification of Applicant
<u>Attachment F</u>	Work Plan Template
<u>Attachment G</u>	Budget and Budget Narrative Justification Form
<u>Attachment H</u>	DBH Receipt

**ATTACHMENT A**

**Government of the District of Columbia  
Department of Behavioral Health (DBH)**

**RFA Title: Community Mental Health Services Block Grant**

**RFA No. RM0 BHC 052016**

**Applicant Profile**

APPLICANT NAME:

TYPE OF ORGANIZATION:

\_\_\_\_ Public Non-Profit Org. \_\_\_\_ Private Non-Profit Org.

EIN/Federal Tax ID No.:

DUNS No.:

Primary Contact Person/Title:

Second Contact Person/Title:

Street Address:

City, State ZIP:

Telephone:

Fax:

Email:

Ward:

Organization Website:

Name of Authorized Representative  
(Official Signatory):

Title:

Email Address:

Phone Number:

RFA Abstract (Limit 200 words)

Signature of Authorized Representative: \_\_\_\_\_

## **ATTACHMENT B**

### **GOVERNMENT OF THE DISTRICT OF COLUMBIA DEPARTMENT OF BEHAVIORAL HEALTH (DBH)**



#### **Department of Behavioral Health Statement of Certification**

- A. Applicant/Grantee has provided the individuals, by name, title, address, and phone number who are authorized to negotiate with the Agency on behalf of the organization; (attach)
- B. Applicant/Grantee is able to maintain adequate files and records and can and will meet all reporting requirements;
- C. That all fiscal records are kept in accordance with Generally Accepted Accounting Principles (GAAP) and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and that these records will be made available for audit and inspection as required;
- D. Applicant/ Grantee is current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensation premiums. This statement of certification shall be accompanied by a certificate from the District of Columbia Office of Tax and Revenue (OTR) stating that the entity has complied with the filing requirements of District of Columbia tax laws and has paid taxes due to the District of Columbia, or is in compliance with any payment agreement with OTR; (attach)
- E. Applicant/ Grantee has the demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail;
- F. That, if required by the grant making Agency, the Applicant/ Grantee is able to secure a bond, in an amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest act committed by any employee, board member, officer, partner, shareholder, or trainee;
- G. That the Applicant/ Grantee is not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, "Debarment and Suspension," and implemented by 2 CFR 180, for prospective participants in primary covered transactions and is not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency;
- H. That the Applicant/ Grantee has the financial resources and technical expertise necessary for the production, construction, equipment and facilities adequate to perform the grant or sub-grant, or the ability to obtain them;
- I. That the Applicant/ Grantee has the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing and reasonably expected commercial and governmental business commitments;

- J. That the Applicant/ Grantee has a satisfactory record of performing similar activities as detailed in the award or, if the grant award is intended to encourage the development and support of organizations without significant previous experience, that the Applicant/ Grantee has otherwise established that it has the skills and resources necessary to perform the grant. In this connection, Agencies may report their experience with an Applicant/ Grantee's performance to OPGS which shall collect such reports and make the same available on its intranet website;
- K. That the Applicant/ Grantee has a satisfactory record of integrity and business ethics;
- L. That the Applicant/ Grantee has the necessary organization, experience, accounting and operational controls, and technical skills to implement the grant, or the ability to obtain them;
- M. That the Applicant/ Grantee is in compliance with the applicable District licensing and tax laws and regulations;
- N. That the Applicant/ Grantee complies with provisions of the Drug-Free Workplace Act; and
- O. That the Applicant/ Grantee meet all other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations.
- P. That the Applicant/ Grantee ensures that all required staff have the criminal background checks required for working with children pursuant to D.C. Code 4-1501.01 et. seq., "Criminal Background Checks for Government Services to Children."
- Q. That the Applicant/ Grantee agrees to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant or sub-grant from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law.

As the duly authorized representative of the Applicant/ Grantee, I hereby certify that the Applicant/ Grantee will comply with the above certifications.

\_\_\_\_\_  
Applicant/ Grantee Name

\_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Street Address

Community Mental Health Services Block Grant  
Project Name

\_\_\_\_\_  
Applicant/ Grantee IRS/Vendor Number

Signature: \_\_\_\_\_  
Name and Title of Authorized Representative

Date: \_\_\_\_\_

## ATTACHMENT C

### GOVERNMENT OF THE DISTRICT OF COLUMBIA DEPARTMENT OF BEHAVIORAL HEALTH (DBH)



#### Federal Assurances

Applicant/ Grantee hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB 2 CFR Part 200; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements -28 CFR, Part 66, Common Rule that govern the application, acceptance and use of Federal funds for this federally-assisted project.

Also, the Applicant/ Grantee assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of The Grantee's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of The Grantee to act in connection with the application and to provide such additional information as may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 PL 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et. seq.).
4. It will comply with the minimum wage and maximum hour's provisions of the Federal Fair Labor Standards Act, if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.
8. It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234-, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal Financial Assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.

10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et. seq.) By (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
11. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18. Administrative Review Procedure; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
12. It will comply, and all its contractors will comply with; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972 and the Age Discrimination Act of 1975.
13. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.
14. It will provide an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
15. It will comply with the provisions of the Coastal Barrier resources Act (P.L 97-348) dated October 19, 1982, (16 USC 3501 et. seq) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.
16. In addition to the above, the Grantee shall comply with all the applicable District and Federal statutes and regulations as may be amended from time to time including, but not necessarily limited to:
  - a) The Hatch Act, Chap. 314, 24 Stat. 440 (7 U.S.C. 361a et. seq.)
  - b) The Fair Labor Standards Act, Chap. 676, 52 Stat. 1060 (29 U.S.C.201 et. seq.)
  - c) The Clean Air Act (Sub-grants over \$100,000) Pub. L. 108–201, February 24, 2004, 42 USC cha. 85 et. seq.
  - d) The Occupational Safety and Health Act of 1970, Pub. L. 91-596, Dec. 29, 1970, 84 Stat. 1590 (26 U.S.C. 651 et. seq.)
  - e) The Hobbs Act (Anti-Corruption), Chap 537, 60 Stat. 420 (see 18 U.S.C. § 1951)
  - f) Equal Pay Act of 1963, Pub. L. 88-38, June 10, 1963, 77 Stat.56 (29 U.S.C. 201)
  - g) Age Discrimination in Employment Act, Pub. L. 90-202, Dec. 15, 1967, 81 Stat. 602 (29 U.S.C. 621 et. seq.)
  - h) Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov 6, 1986, 100 Stat. 3359, (8 U.S.C. 1101)
  - i) Executive Order 12459 (Debarment, Suspension and Exclusion)
  - j) Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. 6381 et. seq.)
  - k) Lobbying Disclosure Act, Pub. L. 104-65, Dec. 19, 1995, 109 Stat. 693 (31 U.S.C. 1352)
  - l) Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C. 701 et. seq.)
  - m) Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR 34.20
  - n) District of Columbia Human Rights Act of 1977, D.C. Official Code § 2-1401.01
  - o) District of Columbia Language Access Act of 2004, DC Law 15 – 414, D.C. Official Code § 2-1931 et. seq.)

As the duly authorized representative of the Applicant/ Grantee, I hereby certify that the Applicant/ Grantee will comply with the above certifications.

\_\_\_\_\_  
Applicant/ Grantee Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Community Mental Health Services Block Grant  
Project Name

\_\_\_\_\_  
Applicant/ Grantee IRS/Vendor Number

Signature: \_\_\_\_\_  
Name and Title of Authorized Representative

Date: \_\_\_\_\_

## ATTACHMENT D

### GOVERNMENT OF THE DISTRICT OF COLUMBIA DEPARTMENT OF BEHAVIORAL HEALTH (DBH)



#### **Certifications Regarding Lobbying, Debarment and Suspension, Exclusions, Other Responsibility Matters, and Requirements for a Drug-Free Workplace**

Applicant/ Grantee should refer to the regulations cited below to determine the certification to which they are required to attest. Grantee's should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact.

##### **1. Lobbying**

As required by Section 1352, Title 31 of the U.S. Code and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the Grantee certifies that:

- A. No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress; an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- B. If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form -III, "Disclosure of Lobbying Activities," in accordance with its instructions;
- C. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including sub-grants, contracts under grants and cooperative agreements, and subcontracts and that all sub-recipients shall certify and disclose accordingly.

##### **2. Debarment and Suspension, Exclusions, and Other Responsibility Matters (Direct Recipient)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510-

**The Grantee certifies that it and its principals:**

- A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- B. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public Federal, State, or local transaction or contract under a public

transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

- C. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (I)(b) of this certification; and
- D. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or Local) terminated for cause or default; and
- E. Where the Grantee is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.
- F. Ensure on an on-going basis that no individual is excluded from participation in a federal health care program as found on the Department of Health and Human Services *List of Excluded Individuals/Entities* (<http://exclusions.oig.hhs.gov/>).

### 3. Drug-Free Workplace (Awardees Other Than Individuals)

As required by the Drug Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F. for Awardees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620, the Grantee certifies that it will or will continue to provide a drug-free workplace by:

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- B. Establishing an on-going drug-free awareness program to inform employee's about:
  - 1. The dangers of drug abuse in the workplace;
  - 2. The Grantee's policy of maintaining a drug-free workplace;
  - 3. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
  - 5. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a).
  - 6. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee would---
  - 7. Abide by the terms of the statement; and
  - 8. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
  - 9. Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph 3 (B) (8) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title to: the **Grant Administrator** identified in the grant agreement, and the **Director – Department of Behavioral Health at 64 New York Avenue, NE, Washington DC 20002**. Notice shall include the identification number(s) of each affected grant.
  - 10. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted ---
    - (a) Taking appropriate personnel action against such an employee, up to and incising termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

- (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.
- (c) Making a good faith effort to continue to maintain a drug-free workplace.

11. The Grantee may insert in the space provided below the sites) for the performance of work done in connection with the specific grant:

- (a) Place of Performance (Street address, city, county, state, zip code)
- (b) Drug-Free Workplace Requirements (Awardees who are Individuals)

12. As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, subpart F, for Awardees as defined at 28 CFR Part 67; Sections 67615 and 67.620-

- A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to:
  - (1) The Grant Administrator identified in the Grant Agreement; and
  - (2) D.C. Department of Behavioral Health, 64 New York Avenue, NE. Washington, DC 20002  
(Attn: Director-Department of Behavioral Health.

As the duly authorized representative of the Applicant/ Grantee, I hereby certify that the Applicant/ Grantee will comply with the above certifications.

\_\_\_\_\_  
Applicant/ Grantee Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Community Mental Health Services Block Grant  
Project Name

\_\_\_\_\_  
Applicant/ Grantee IRS/Vendor Number

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name and Title of Authorized Representative

## ATTACHMENT E

### GOVERNMENT OF THE DISTRICT OF COLUMBIA DEPARTMENT OF BEHAVIORAL HEALTH (DBH)



#### Certification of Applicant

I hereby certify the following:

I understand and agree that if I am awarded grant funds that I am required to use the grant funds for the sole purpose of funding personnel and fringe benefits, consultants/experts, occupancy, travel and transportation, supplies, client costs, communication, other direct cost and indirect costs for the Community Mental Health Services Block Grant project.

I understand that I am required to be in compliance with D.C. Municipal Code, Title 22A, Chapter 44, and D.C. tax laws to receive grant funds.

I also understand that I am required to submit receipts to DBH within thirty (30) days of receiving grant funds to verify that I have used grant funds as agreed to and authorized.

I further understand that DBH reserves the right to rescind this grant notice as necessary, that the RFA does not commit DBH to make awards and that DBH is not liable for any costs incurred by applicants in applying for grants.

I also understand that I must sign a grant agreement at the time of the award and comply with any additional legal requirements including submission of required documents.

---

Authorized Agency Representative. Print name and title.

---

Signature

---

Date

**ATTACHMENT F (Duplicate as needed)**



<b><u>Activity/Milestone</u></b> <i>What are you going to do and who is going to do it?</i>	<b><u>Inputs</u></b> <i>What resources do you contribute?</i>	<b><u>Time Frame</u></b> <i>Start and end date during which an activity will occur.</i>	<b><u>Responsible Person</u></b>	<b><u>Anticipated Outcomes</u></b> <i>A measurable statement that can be evaluated.</i>

# ATTACHMENT G

Budget and Budget Narrative Justification				
<b>Applicant/ Grantee :</b>				
<b>Project: Community Mental Health Services Block Grant</b>				
<b>BUDGET CATEGORY</b>				
<b>Personnel (Salaries &amp; Wages)</b>	<b>Position</b>		<b>Cost</b>	<b>Narrative Justification</b>
[Employee Name]			\$ -	
[Employee Name]			\$ -	
[Employee Name]			\$ -	
<b>Personnel Subtotal</b>			\$ -	
<b>Fringe Benefits</b>	<b>Position</b>		<b>Cost</b>	<b>Narrative Justification</b>
[Employee Name]			\$ -	
[Employee Name]			\$ -	
[Employee Name]			\$ -	
<b>Fringe Benefits Subtotal</b>			\$ -	
<b>Personnel &amp; Fringe Benefits Total</b>			\$ -	
<b>Direct Costs</b>			<b>Cost</b>	<b>Narrative Justification</b>
Consultants/Experts			\$ -	
Occupancy			\$ -	
Travel & Transportation			\$ -	
Supplies & Minor Equipment			\$ -	
Capital Equipment & Outlays			\$ -	NOT APPLICABLE FOR THIS GRANT
Client Costs				
Communication				
Other Direct Cost			\$ -	
<b>Direct Costs Total</b>			\$ -	
			<b>Cost</b>	<b>Narrative Justification</b>
<b>Indirect Costs (Cannot exceed 10%)</b>			\$ -	
<b>TOTAL BUDGET</b>			\$ -	

**ATTACHMENT H**

**DBH RECEIPT**

**RFA Title: Community Mental Health Services Block Grant**

**RFA No. RM0 BHC 052016**

**ATTACH TWO (2) COPIES OF THIS RECEIPT TO THE OUTSIDE OF THE ENVELOPE**

**THE DC DEPARTMENT OF BEHAVIORAL HEALTH IS IN RECEIPT OF:**

---

**CONTACT NAME**

---

**ORGANIZATION NAME**

---

**ADDRESS, CITY, STATE, ZIP CODE**

---

**PROJECT NAME**

---

**\$**

---

**BUDGET AMOUNT**

---

**DBH USE ONLY:**

**Please Indicate Time:** \_\_\_\_\_

ORIGINAL and \_\_\_\_\_ COPIES

RECEIVED ON THIS DATE \_\_\_\_\_ / \_\_\_\_\_ /2016

**Received By:** \_\_\_\_\_